

Continuing From Last Session

More iPads Tips to Practices

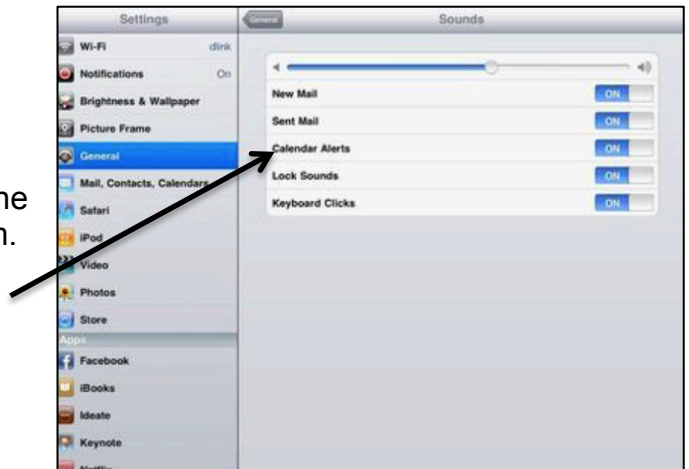
1. Use a custom wallpaper for Your iPad

You can use a custom wallpaper for your iPad or iPhone. You can use images from your Photo App or otherwise use Safari to find the image you want. (Why not try Interfacelift.com, which has iPad-sized images.)

View the image, then press and hold on the screen and select Save Image. Now, go to *Settings, Brightness & Wallpaper*. Flick to the right, go to *Saved Photos*, and select the image. Press the *Set Lock Screen* or *Set Home Screen* option, or both. If you want something really arty and original then check out the free selection of backgrounds at poolga.com, they're stunning. Just open up Safari, go to Poolga.com and find an image you like, tap on the iPad version then tap and hold the image once it's loaded full size then choose Save Image. You can now select this image in Settings as a wallpaper.

2. Control iPad notifications

Have you ever played Tap Tap Revenge on the iPhone? Good, then you know how annoying notifications can be. These messages pop up on the iPad as well. But you can control them. Go to *Settings, Notifications*, and configure which alerts (and accompanying sounds) will appear.



3. Group your icons

Savvy iPad and iPhone users have group icons according to categories – utility apps like weather, bookmarks, video and music, games, etc. On the iPad, this is even more important because the screen is much larger and it is easier to get lost in app confusion. Try to group a selection of your icons today. Check back to last weeks notes to see how to make a folder.

4. Add photos to contacts

You can add photos to your contacts in the iPad's Contacts App. Its easy - go to the Contacts app and pick a contact. Tap Edit then tap 'add photo'. You can then move and scale the photo easily, so it fits perfectly. Once you're happy just tap Use. Alternatively, you can use the Photos app as your starting point for assigning a photo to a contact. Open the Photos app, find a photo and tap the Options button then tap Assign to Contact. Why not try assigning 3 images to your Contacts List today?



5. Using Four-Finger Swipe Left or Right – Switch Apps

If you have been using several apps, eg safari, photos and email you can switch between these apps, simply by placing four fingers anywhere on your screen and swipe to the left or right. Your current app will appear to slide to the left or right, and another recently used app will appear. Perform this gesture several times in a row to quickly move between apps. This gesture is very helpful if you're regularly switching between a few apps, as it allows you to skip the app switcher screen.

6. Preview more of your emails

The iPad's Mail app defaults to previewing two lines of each email before you click on it. Sometimes however it would be handier to be able to see more of an email before loading the whole thing in, especially if you are on a slow connection. To do this open the Settings app, then click on Mail, Contacts,



Calendars and change the Preview options to add more lines

7. Clearing Browsing History in Safari

You can delete your Safari browsers history in a flash. Just open the Settings app, then tap Safari and tap on Clear History. Note you can also wipe your Cookies and clear your Cache here too. You can also clear your search or browsing history within Safari. Open the Safari Icon> Tap the Bookmark icon in the Menu Bar>select History> a list of cached sites should appear> at the bottom the word Clear will appear> tap and clear the sites you no longer wish to store in your history.

8 Find My iPad (or iPhone)

Apple's Find My iPad works for all iCloud users. In Settings > iCloud, enter your Apple ID and then turn Find My iPad on near the bottom of the screen. Now if you lose your iPad, you can go to icloud.com or use Find My iPad on another device to locate the iPad. If you have a Wi-Fi-only model, it will need to be connected to a Wi-Fi network for this to work. Download the App from the App store, its free and try it out. The service can be accessed through your computer, be it a Mac or PC via the cloud.

9. Two More typing tricks

There are several ways to make typing easier on your iPad. Here are a few suggestions:

- **Caps Lock:** sometimes you need to type all in capitals. Make sure the Caps Lock function is turned on in Settings - General - Keyboard, and then double-tap shift button whenever you are typing to turn on Cap
- **Splitting the keyboard:** It can be hard to type on the iPad when you are holding it in your hands. Apple has an option to make this slightly easier by allowing you to split the keyboard into two. Just place two fingers near the centre of the keyboard and drag them apart. The keyboard will split into two, smaller halves - one on each side of the screen - making it easier to hold the iPad in two hands and type with your thumbs.

10. How to Remove an App

Touch and hold an icon on your screen until the icons start wiggling. Tap the X sign on the icon of the app you want to remove. Select the Delete button to confirm. Repeat the same for others and click the Home button to finish.

